



JOB DESCRIPTION

Title: **SENIOR CITY ATTORNEY**
Department: Attorney
Class Code: 2175
FLSA Status: Exempt
Effective Date: August 15, 1988 (Rev. 06/2011)
Grade Number: 31

GENERAL PURPOSE

Under the general supervision of the City Attorney, the Senior City Attorney represents the City as legal counsel in civil matters, including administrative and court proceedings. Performs duties related to the general administration of the Attorney's Office. Assists in budget, claims and retain risk matters.

EXAMPLE OF DUTIES

- *-- Advises and represents the City's Power Department in its legal matters.
- *-- Assists in reviewing and implementing the technology needs of the office.
- *-- Represents the City in litigation before Federal and State Courts and administrative agencies; represents the City in appeals before Federal and State Appellate Courts.
- *-- Serves as Attorney to the Power Advisory Board and Library Board.
- *-- Serves as an advisor to the City Attorney.
- *-- Assists in planning Attorney's Office budget. Prepares monthly and quarterly fiscal reports.
- *-- Supervises work on retain risk matters including dealing with claimants, City departments involved, adjustors, insurance agency and company estimates; analyzes claim worth and recommends reasonable settlements within appropriate parameters; prepares quarterly claim financial reports.
- *-- Manages collection for claims City has against others, unpaid utility bills, returned checks and other unpaid obligations owed to the City; prepares demand letters, summons, complaints, judgements, affidavits and other related documents. Litigates such matters in court when necessary.

- *-- Oversees bankruptcy matters.
- *-- Assists with office personnel hiring, training, reviews and other issues.
- *-- Researches criminal and civil case law; prepares draft opinions and legal memoranda.
- *-- Drafts and reviews ordinances.
- *-- Drafts agreements for various City departments.
- *-- Handles governmental immunity claims.
- *-- Interfaces with the City Justice Court.
- *-- Maintains Attorney's Office page on City website.
- *-- Advises City on matters pending before the Utah State Legislature.
- *-- Responds to citizen questions about applicable law.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from an accredited law school with a JD degree, plus four (4) years of experience, preferably in the public sector with emphasis on municipal law.
- Supervisory experience preferred.

Special Requirements

- Must be a member of the Utah Bar Association at the time of appointment.

Necessary Knowledge, Skills and Abilities

- Working knowledge of federal, state, municipal law and legal terminology with emphasis on municipal law; working knowledge of the city departments and their legal needs.
- Skill in writing; skill in analyzing legal issues.
- Ability to communicate effectively verbally and in writing; ability to apply arguments to very specific instances.
- Ability to deal with the public directly under stressful circumstances.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing and spreadsheet software; phone; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, walk and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.